

**INTERAGENCY INTERNAL AUDIT AUTHORITY
OPEN SESSION MINUTES
DECEMBER 19, 2018**

The Interagency Internal Audit Authority (IIAA) met at 8:00 a.m., December 19, 2018, in the 2nd Floor Winchester Conference Room of Winchester Hall, 12 E. Church Street, Frederick, Maryland. Those present were:

IIAA Members: Chair Steve Darr, Vice Chair Shaun Jones, Nicole Prorock, Eric Wu, Steve McKay, and Tom Lynch

IA Staff: Tricia Griffis and Dawn Reed

FCC Staff: Dana McDonald

FCPS Staff: Melissa Rollison

FCG Staff: Erin White

Contractors:

SC&H: Matt Simons, Ed Mikhail, Anthony DiGiulian, and Brian Glazewski

CLA: Sean Walker

Mr. Steven Darr, Chair, called the IIAA open meeting of December 19, 2018, to order at 8:07am.

Mr. Darr welcomed our new IIAA member, Mr. Steve McKay, who will be the County Council liaison to this board. Introductions were made.

Approval of Open and Closed Meeting Minutes – November 14, 2018

Mr. Shaun Jones made a motion to approve the open meeting minutes of November 14, 2018, seconded by Mr. Eric Wu. All present voted in favor with Mr. Steve McKay abstaining for vote. The motion passes.

Status of Assignments

CLA:

FCG Ambulance Billing – Ms. Griffis said the report is in draft and should have it by the end of the week for review. She said she expects to have that draft to the IIAA for the January meeting.

FCC Procurement & Contracting Task Order (new) – Ms. Griffis said a new task order is in the packet for IIAA review and approval. She said this task order is for FCC Procurement and Contracting and will be issuing to CLA.

Mr. Tom Lynch made a motion to approve Task Order #19-02, Frederick Community College Procurement & Contracting and issue to CLA, seconded by Ms. Nicole Prorock. All present were in favor. The motion passes.

SC&H:

FCG Fleet Services – Ms. Griffis said the FCG Fleet Services Audit Report is complete and included in the packet for the IIAA approval.

Ms. Nicole Prorock made a motion to accept and approve Audit Report #18-02, Frederick County Government Fleet Services and post to web as a public document, seconded by Mr. Eric Wu. All present were in favor. The motion passes.

FCG Towing – Ms. Griffis said fieldwork is in process and the testing has been ongoing. She said she expects to have a final draft for IIAA review soon. SC&H verified and communicated that a draft is expected for the January or February meeting.

Task Orders

Ms. Griffis said she has drafted a task order for FCG Incident Response, Disaster Recovery & Business Continuity and it is included in the packet for IIAA review and approval.

Mr. Tom Lynch made a motion to approve Task Order #19-01, Frederick County Government Incident Response, Disaster Recovery & Business Continuity and issue to SC&H, seconded by Ms. Nicole Prorock. All present were in favor. The motion passes.

Ms. Griffis said the next task order coming up for the County will be Task Order #19-03, Citizen's Care & Rehabilitation Center and Montevue Assisted Living Facility Operations effectiveness & financial transactions in accordance with the County MOU. She said she expects to have a draft ready for review at the January meeting.

Misc. Follow Ups

Ms. Griffis said the follow ups are still ongoing and most are awaiting final policies/procedures to be put in place or strengthened even further. She said some are also still awaiting on Infor updates to certain sections. Ms. Griffis said the PII audit follow up letters were sent out the week of December 3rd and the Hotel Rental Tax will look to close out in late January 2019.

Risk Assessments

FCG – Ms. Griffis said the FCG Risk Assessment has been included in the packet and is ready for IIAA discussion and a final vote to approve.

Mr. Shaun Jones made a motion to accept and approve the Frederick County Government Risk Assessment for FY19/20, seconded by Mr. Eric Wu. All those present were in favor. The motion passes.

Fraud Hotline

FCG: Personnel Matter (will discuss in closed session)

FCPS: None.

FCC: None

Other Business

Hotel Tax Memorandum – Ms. Griffis said this has been sent down the Council and is on hold for the new Council to discuss.

At 9:34am, Mr. Steve Darr made a motion to go into a closed session in accordance with Maryland Annotated Code Government Article §3-305 (b) (1) “To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more individuals.” (Topic: discuss personnel issues). This motion was seconded by Mr. Shaun Jones. All those present were in favor. The motion passes.

At 9:43 a.m. Mr. Darr made a motion to end the closed session and adjourn the December 19, 2018 IIAA meeting.

Respectfully Submitted,



Dawn Reed
Administrative Coordinator